# Technical layout of academic texts for Department of nursing and health promotion

An academic text should be reader-friendly and make a good visual impression. The way in which an academic text is organised helps to make it easy for the reader to read and understand. Structuring the text means to organise the material so that the text has a logical structure and flows well. The goal is to produce an academic text that is easy to read and understand, with a clear and comprehensive connection between its constituent parts.

An academic text is intended to communicate knowledge, and the language used, as well as the form and structure of the text, is important for the reader's perception of the text. An academic text should be reader-friendly and well written. All sentences should be complete, which means that they must at least contain a subject and a verb. Colloquial language or dialect should only be used in direct quotations. The language should be objective, and the text should be free of unnecessary filler words and repetitions. Write clearly and concisely and use full stops frequently. Use specialist terminology. Use clear and precise syntax and concise verbs. Use the [guide Academic Writing for English-speaking students (student.oslomet.no)](https://student.oslomet.no/guide-oppgaveskriving) at OsloMet, the University Library to learn more.

## Font

The font must be Arial, Verdana or Helvetica, and the same font must be used throughout the paper. Running text must be in font size 12. Text can be emphasised using *italics*, but not using **bold** or underlined font.

## Line spacing

The line spacing must be 1.5.

## Margins

The right and left margins must both be 2.5 cm. The top margin must be 3 cm and the bottom margin 2.5 cm. You can normally use your word processor’s pre-defined margins. The right margin must be unjustified, as it is in this guide.

## Page numbering

Pages must be numbered. Page numbers are placed at the bottom centre of each page. Page numbering begins with page 1 of the first chapter (the introduction), and pages are numbered consecutively until and including the reference list. Any preface, table of contents and appendices can be numbered using Roman numerals. No page number should appear on the cover page.

## Headings

In order to make academic texts easy to follow, they must be divided into chapters and sub-chapters, each with their own heading. It is important that headings correspond to the text that follows. In order to avoid a text becoming too disjointed, we recommend that your paper is not divided into more parts than necessary. You can use two or three levels of headings, depending on the scope of the paper. NOTE: Always remember to start a new chapter on a new page.

## Source references

Referencing (also known as citing sources) is to state where you found information and/or knowledge, i.e. to state which sources you used. References consists of two elements: the reference citations in the running text and the entry in the reference list.

The correct use of sources is about acknowledging the work of others and demonstrating that you have read and familiarised yourself with literature on your topic. [Sources can take the form of text, images etc. (student.oslomet.no).](https://student.oslomet.no/riktig-kildebruk) Proper referencing places your work in a larger academic context and demonstrates that you have mastered the skill of citing sources. It also allows others to identify and find the sources you used and determine what are your own thoughts and reflections. It is therefore important to place source references in the text in such a way that the reader can clearly distinguish between your own thoughts and reflections and information taken from other sources. All sources used in an academic text must be referenced and entered in the reference list.

Students at OsloMet must use the APA referencing style. Source references, both in running text and in the reference list, must comply with the most recent version of the APA style. [Help with APA 7th (kildekompasset.no).](https://kildekompasset.no/en/referencing-styles/apa-7th/)

## Reference management tools

EndNote and Zotero are examples of reference management tools that can simplify source referencing work, and it may be a good idea to familiarise yourself with these tools at an early stage of your studies. You can use text from other sources verbatim if you identify it as a direct quotation in accordance with the applicable referencing rules. However, we recommend that you keep the use of direct quotations to a minimum. Excessive use of direct quotations may cause the examiner to question the student's degree of independent thinking. [Help with EndNote (oslomet.no).](https://www.oslomet.no/en/ul/endnote)

## Plagiarism

Please note that incorrect referencing or failure to reference a source may be deemed to constitute plagiarism. Plagiarism can be deemed as cheating, in which case you may be excluded from the programme for a period of time. [Information about cheating (student.oslomet.no).](https://student.oslomet.no/en/cheating)

## Cover page

If the use of a cover page is deemed necessary, apply the template from the [web page about examinations](https://student.oslomet.no/eksamen-hv) at the Faculty of Health Sciences (HV).

## Abstract

Some academic texts must have an abstract. The abstract is a brief summary of the background to the paper and its research question/goal, method, results and conclusion. The abstract must not exceed 350 words.

## Table of contents

More comprehensive academic texts must have a table of content with page numbers.

## Terminology term with explanation

* Clarification of terms: Elucidate, specify, clarify. Can also be used to clarify a certain use or emphasis in a specific context.
* Mention: List of factors or phenomena that the question concerns – without further grounds or assessments.
* Describe: State in your own words what the problem, situation or phenomenon involves.
* Explain: Entails a more detailed clarification in your own words of what the problem, situation or phenomenon involves, as well as any delimitations. What, how and why.
* Identify: Recognise and point to the relevant concept or situation/issue.
* Give an account of: Means to mention, clarify and provide a more detailed explanation in your own words to demonstrate understanding of the subject matter presented. This involves independent application and a certain degree of assessment of the subject matter.
* Assess: Entails critical academic reflection using relevant knowledge and raising different points of view on the topic. Grounds must be given for the points of views, examples provided and consequences shown.
* Discuss: Application of relevant knowledge where different views on the topic are raised. An analytical discussion where points of view are justified and compared based on an account. Independent conclusions are drawn and summarised.

Written

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